

**2ND LETTER TO FORMER STATE EMPLOYEE  
CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

(Name)  
(Address)

Dear:

This letter is in reference to your recent notification that the Department of Health and Human Services included an overpayment in your salary and that you must make arrangements with the (division/institution human resources manager) to settle this matter. Our records indicate an overpayment to you for the amount of \$\_\_\_\_\_. We have included our internal calculations used to determine this amount for your information and review.

It is imperative that you contact the (division/institution human resources office) without delay to make arrangements for restitution. Failure to make arrangements within **60 calendar days** will result in action being taken by the NC Attorney Generals Office, NC Department of Revenue, and/or private collection agencies to collect the monies due.

Thank you for your prompt attention to this matter and for your cooperation.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer  
Payroll Technician  
Human Resources Debt Collection File